

STAFFORD COUNTY SCHOOL BOARD

Agenda Consideration

TOPIC: Proposed Amendment to Policy
5-56: Holidays

ITEM NO.: 13.A.

PREPARED BY: André A. Nougaret
Interim Superintendent

MEETING: September 12, 2006

MEETING: August 22, 2006

ACTION DATE: September 12, 2006

INFORMATION ONLY: N/A

Daryl A. Nelson
Executive Director of
Administrative & Legal Services

Rick Fitzgerald
Executive Director of Human Resources

ACTION REQUESTED BY THE SUPERINTENDENT: That the School Board adopt the attached proposed amendments to Policy 5-56, Holidays.

KEY POINTS:

- The proposed amendment to Policy 5-56, Holidays, adds language in paragraph one to designate additional holidays as appointed by the Governor of Virginia or the President of the United States.
- In adding this language, the School Board will designate additional holidays for 12-month personnel as called by the Governor or President of the United States without the need for staff to come before the School Board for approval. For example, at the June 20, 2006 meeting, staff presented an agenda item requesting the School Board to approve July 3 as an additional Independence Day holiday for employees as designated by Governor Timothy Kaine. If staff had received the Governor's communication after June 20, staff would have been unable to present this item for approval before the July 3 date.
- Approving this policy will eliminate the need to hold what may sometimes create a "Special Called Meeting" and also give additional time for staff to prepare vacation plans with their families.
- Stafford County has already established such a policy and a copy is attached (see Attachment 1).

SCHOOL BOARD GOAL #6: Introduce programs to enhance employee status, within the school division and the community at large, so that employees are aware of their value to school and community.

FUNDING SOURCE: N/A

AUTHORIZATION REFERENCE: Code of Virginia, §2.2-3300

PERSONNEL

Holidays

Full-time, twelve-month employees shall be given twelve (12) holidays each year. In addition, employees shall be given as a holiday any day so appointed as a legal holiday by the President of the United States or the Governor of Virginia. Service employees who work on a designated holiday shall be given compensatory time as provided in school board policy #5-55.2. Holidays that fall on a weekend shall be taken on the last workday before the holiday or the first workday following holiday. The superintendent shall determine the day.

If a designated holiday is lost because of being used as a make-up day, the employee will be given compensatory time at the discretion of the superintendent.

The following twelve (12) days are designated as holidays: Labor Day, Thanksgiving (two days), Christmas (two days), New Year's Day, Martin Luther King, Jr., Day, George Washington Day (Presidents' Day), two days during spring break, Memorial Day, and Independence Day.

Deleted: Lee-Jackson-

Deleted: 's Birthday

Deleted: Fourth of July

Legal Reference: Through June 30, 2007

Code of Va., §2.2-3300. It is the policy of the Commonwealth to fix and set aside certain days in the calendar year as legal holidays for the people of Virginia. In each year, the following days are designated as legal holidays:

January 1 - New Year's Day.

The Friday preceding the third Monday in January - Lee-Jackson Day to honor Robert Edward Lee (1807-1870) and Thomas Jonathan (Stonewall) Jackson (1824-1863), defenders of causes.

The third Monday in January - Martin Luther King, Jr., Day to honor Martin Luther King, Jr., (1929-1968), defender of causes.

The third Monday in February - George Washington Day to honor George Washington (1732-1799), the first President of the United States.

The last Monday in May - Memorial Day to honor all persons who made the supreme sacrifice in giving their lives in defense of Virginia and the United States in the following wars and engagements and otherwise: Indian Uprising (1622), French and Indian Wars (1754-1763), Revolutionary War (1775-1783), War of 1812 (1812-1815), Mexican War (1846-1848), War Between the States (1861-1865), Spanish-American War (1898), World War I (1917-1918), World War II (1941-1945), Korean War (1950-1953), Vietnam War (1965-1973), and Operation Desert Shield-Desert Storm (1990-1991). On this day all flags, national, state, and local, shall

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PERSONNELHolidays

be flown at half staff or mast to honor and acknowledge respect for those who made the supreme sacrifice.

July 4 - Independence Day to honor the signing of the Declaration of Independence.

The first Monday in September - Labor Day to honor all people who work in Virginia.

The second Monday in October - Columbus Day and Yorktown Victory Day to honor Christopher Columbus (1451-1506), a discoverer of the Americas, and the final victory at Yorktown on October 19, 1781, in the Revolutionary War.

November 11 - Veterans Day to honor all persons who served in the Armed Forces of Virginia and the United States in the following wars and engagements and otherwise: Indian Uprising (1622), French and Indian Wars (1754-1763), Revolutionary War (1775-1783), War of 1812 (1812-1815), Mexican War (1846-1848), War Between the States (1861-1865), Spanish American War (1898), World War I (1917-1918), World War II (1941-1945), Korean War (1950-1953), Vietnam War (1965-1973), and Operation Desert Shield-Desert Storm (1990-1991).

The fourth Thursday in November and the Friday next following - Thanksgiving Day to honor and give thanks in each person's own manner for the blessings bestowed upon the people of Virginia and honoring the first Thanksgiving in 1619.

December 25 - Christmas Day.

Whenever any of such days falls on Saturday, the Friday next preceding such day, or whenever any of such days falls on Sunday, the Monday next following such day, and any day so appointed by the Governor of the Commonwealth or the President of the United States, shall be a legal holiday as to the transaction of all business.

(Code 1950, § 2-19; 1954, c. 328; 1958, c. 167; 1966, c. 677, § 2.1-21; 1970, c. 682; 1972, c. 114; 1973, c. 421; 1978, c. 7; 1982, c. 325; 1984, c. 671; 1989, c. 190; 1992, c. 622; 1993, cc. 177, 872; 2000, cc. 392, 454; 2001, c. 844.)

Adopted by School Board: March 12, 1991
Amended by School Board: August 26, 1997
Amended by School Board:

Board Review: Staff Review: Responsible Department: Human Resources
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